



Policy Conflict of Interest

Policy number:	BOC01	Version:	1.0
Policy adopted:	19/10/2022	Approved by Board on:	19/10/2022
Responsible person:	Chief Executive Officer	Scheduled review date:	19/10/2024

Playgroup SA is committed to ensuring that actions and decisions taken at all levels in the organisation are informed, objective and fair. A conflict of interest may affect the way a person actions, decision they make or the way they vote on group decisions.

Conflicts of interest must be identified, and action taken to ensure that personal or individual interests do not impact on the organisations services, activities or decisions.

All Board members, staff, volunteers and contractors are required to act in the interests of the organisation at all times, and to notify the organisation when this conflicts with other interests or commitments.

Declaration and management of conflicts of interest are specifically required for the board as part of their legal responsibilities as Directors.

Responsibilities and delegations	
This policy applies to	Board, staff & volunteers
Specific responsibilities	Members of the Board
Policy approval	Board of Playgroup SA

Policy context – this policy relates to:	
Standards	Service Excellence: 2.1 Sound Governance
Legislation	Commonwealth Australian Charities and Not-for-profits Commission Act 2012 State Associations Incorporation Act 1985
Contractual obligations	-
Organisation policies	-
Forms, record keeping, other documents	Conflict of Interest Register. Board Conflict of Interest Register stored in Dropbox. Staff and volunteer Conflict of Interest register stored in Corporate Services Sharepoint.

Introduction

1. The Board of Playgroup SA is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

Purpose

2. This policy has been developed to provide a framework for:
 - 2.1. all Board Members, Staff & volunteers in declaring conflicts of interest; and,
 - 2.2. the Board, when determining how to deal with situations of conflict.
3. This policy requires that all staff, volunteers and Board Directors:
 - 3.1. act impartially and without prejudice,
 - 3.2. declare any potential or actual conflict of interest,
 - 3.3. do not accept gifts or benefits that would influence a decision.
4. This will include situations in which:
 - 4.1. close personal friends or family members are involved, such as decisions about employment, discipline or dismissal, service allocation or awarding of contracts,
 - 4.2. an individual or their close friends or family members may make a financial gain or gain some other form of advantage,
 - 4.3. an individual is involved with another organisation or offers services that are in a competitive relationship with our organisation and therefore may have access to commercially sensitive information, plans or financial information,
 - 4.4. an individual is bound by prior agreements or allegiances to other individuals or agencies that require them to act in the interests of that person or agency or to take a particular position on an issue.



Procedure Board Conflict of Interest

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Procedures

Registration of known conflicts of interest

A register of conflicts of interest will be kept and all board or management committee members, staff and volunteers (if applicable) will be asked to declare:

- Potential or actual conflicts of interest that exist when a person joins the organisation;
- Conflicts of interest that arise during their involvement with the organisation.

The register will be maintained by the CEO. All potential and actual conflicts will be recorded in the register, showing:

- the name of individual
- their position or role in the organisation
- the nature of the interest they hold
- the date of record
- any incidents that arise where the interest comes into conflict with the interests of the organisation, the date of the incident and a summary of how it was managed

Identification and declaration of conflicts of interest

In addition to an initial declaration of any potential conflicts of interest at the beginning of their involvement with the organisation, all Board members are required to declare any potential or actual conflicts of interest they are aware of by:

- At the beginning of any meeting or decision making process informing those present when a conflict becomes apparent
- Outside of a meeting informing the Chair when a conflict becomes apparent
- Providing formal notification in writing to the Chair (for board or management committee members and the senior staff person) or the CEO (for staff or volunteers)

Management of conflicts of interest

Where a conflict of interest is declared or identified:

For Board members:

- The Chair and the Board will assess whether a conflict exists.
- If the matter is not resolved prior to a meeting, the Board will decide on the action to be taken by the individual. They may be asked to:

- contribute to the discussion but abstain from voting or taking part in a decision on the matter;
 - observe but not take part in the discussion or decision making;
 - leave the meeting during discussion and decision on the matter.
- Board members with a significant and ongoing conflict of interest may be asked to:
 - take leave of absence from the Board for the period over which the matter will be discussed and decided;
 - resign from the Governing body/Management Committee.
 - the declaration of conflict of interest will be recorded in the minutes of the Governing body/Management Committee meeting along with the action taken.
 - Appendix (a) provides a template for recording any identified conflict of interests.

For staff members:

- The conflict will be assessed by the staff member’s immediate supervisor, who will report the conflict to the CEO.
- Where the conflict concerns a group process, the assessment may be conducted by the group convenor, or the staff team concerned.
- If a conflict of interest exists or there is a perception that a conflict exists, the staff member may be asked to:
 - contribute to the discussion but abstain from voting or taking part in a decision on the matter;
 - observe but not take part in the discussion or decision making;
 - leave the meeting during discussion and decision on the matter.

Staff involvement in external activities

Playgroup SA encourages and supports staff members becoming involved in community activities and volunteer work in their personal lives. However, it is possible that staff members may undertake volunteer or professional roles outside the organisation that give rise to a conflict of interest, or a perception of conflict (e.g. Staff undertaking consultancy work for member organisations or government agencies).

As a result Playgroup SA expects that all staff members declare their involvement in external activities related to the work of Playgroup SA when they are employed, and discuss and plan with their supervisor how any potential conflicts of interest can be managed. Staff members taking on other (new) work outside Playgroup SA need to inform their supervisor.

Contractors

All contracts with external consultants being engaged by the organisation will include a declaration that no conflict of interest exists.

Appendix (a)Conflict of Interest Register

Name	Position	Date Advised of Interest	Interest disclosed	Nature of potential conflict and estimated value (if known)	Action taken / recommendations	Date implemented	Review/ Comments
e.g. Kate	Administrative officer	12/9/ 2013	Brother is involved in tender selection for housing service	Kate is involved in working on the tender with the manager Funding from the tender \$135,000.	To remove any bias on the tender application the Board has arranged for another member of staff to assist in the management of the tender.	15/10/2013	Kate had no involvement in the tender process after declaring a conflict of interest.